



To: Executive Board
From: Andi Jordan, Executive Director
Date: February 7, 2020
RE: Executive Director Report

Per the contract's scope of duties, these items were completed and/or remain ongoing:

- Attend monthly meetings of the Cities Association and prepare agendas and minutes for meetings.
 - Attend all Executive Committee meetings and prepare agendas and minutes for meetings.
 - Handle all correspondence on behalf of the Association.
 - Conduct legislative analysis and research as requested.
 - Prepare the annual budget and monthly financial reports and perform other administrative
 - Functions or duties as directed
 - Represent the Association at various political and legislative functions as required, such as Peninsula Division and other League of California meetings.
 - Perform such other duties as may be required for the good of the Association.
 - In conjunction with the president, plan and manage general membership meetings and events.
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Administrative Duties:

- *Directory updates (directoryspot.net) –Council reorganizations mean all lists change.*
- *Website updates with changes to representation to Board, City Selection Committee, Legislative Action Committee, created Board FAQ page to answer newcomers or the public's questions regarding the Roundtable.*
- *New year housekeeping: update all lists, tent card updates, communicating with cities over meeting representation.*
- *Post Meeting Minutes (with 3 brown acted meetings) requires about 4 days of follow up, minutes, converting audio to youtube, letters, etc.*
- *Working with accountant to "retire inactive accounts". Quickbooks has been used since for approximately 26 years, accountant is now retiring inactive income and expense codes which hasn't been done in 26 years. Also working toward finding best way to budget CASCC, Roundtable, Planning Collaborative.*
- *Respond to requests from cities about directory, meetings, legislation, city selection committee, etc.*
- *Respond to members*
- *Los Altos Hills dues request: Los Altos Hills Mayor and CASCC Board Member Michelle Wu has requested changes to the format of the CASCC membership dues bill. In addition Mayor Wu has requested a dues evaluation/review and request for dues to be billed based on population vs. the current system of tiered dues based on population (very small/small/medium/large). The*

Executive Board has responded to the request that the CASCC would consider a proposal from LAH Town Council.

Meetings attended:

- *Attend: SCCCMA (City Managers), SCCACMA (Assistant City Managers), SCCAPO (Planning), IGR/Legislative staff*
- *Congresswomen Anna Eshoo's Office & Supervisor Simitian's Office*
- *State of the County*

Legislative:

- *Organized a legislative training for staff*
- *Attended legislative/IGR meeting*
- *Continually coordinate with staff regarding legislation*
- *Sent SB 50 Letter on behalf of President and Chair*

Planning Collaborative:

- *Calls with Baird & Driscoll re: contract, scope of work, meeting locations and specifics*
- *Review Scope of Work/Contract with City of Palo Alto, Kent Steffens, Laurel Prevetti*
- *Discuss with account how to include new revenue/expense category*
- *Billing 15 jurisdiction (to do)*
- *Sent correspondence to ABAG regarding AB 101 funds (REAP/LEAP grants)*

SCSC Roundtable

- *Planning meeting calls with consultant, Chair, sometimes FAA*
- *Calls with Chair, consultant, Congressional offices*
- *Attend meetings*
- *Meeting with various city staff to discuss future budget of roundtable*
- *Work with attorney to review bylaws and mou (approved by executive board & board)*

Outside organizations:

- *SVLG & Regional Economic Forum Partners twice*
- *Leslyee Guardino, CanyonSnow*
- *Joint Venture Silicon Valley "State of the Valley" (February 14)*